

*****This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin, and click the examination link.*****

Training and Experience Evaluation

Senior Medical Transcriber

Service wide

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your training and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific training is not required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Describe your work experience relevant to performing this task, both paid and volunteer.

1. Reviewing patient demographic information (e.g., dates of dictation/transcription, type of report, dictator and transcriptionist identification, patient identification) to ensure accuracy.
2. Translating medical acronyms and abbreviations into their expanded forms to ensure clarity in final documents.
3. Transcribing and processing dictated reports of a more complex technical nature (e.g., histories and physical examinations, mental health status evaluations, progress notes, treatment plan updates, psychosocial reports, cognitive skills reports, medical death summaries).
4. Editing, revising, or correcting transcription documents, transcribed reports, or dictated material for accuracy, spelling, grammar, clarity, consistency, and/or proper medical terminology.
5. Preparing preliminary reports for the dictator to allow first review, editing, and/or signature by staff physicians and clinicians.
6. Reviewing and editing various medical reports to verify their completeness and accuracy.

7. Communicating with clinicians and other appropriate healthcare representatives to facilitate the completion of transcription and other duties.
8. Communicating effectively in stressful situations (e.g., dealing with angry or hostile individuals, handling multiple requests for information simultaneously) while maintaining composure to deescalate conflict.
9. Managing multiple assignments by prioritizing current workload to ensure timely completion.